

**LETTER TO HOUSEHOLDS**  
**NOTIFICATION OF SELECTION FOR VERIFICATION OF ELIGIBILITY**

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(Student's Name)

(School)

(Date)

**IMPORTANT: YOU MUST ANSWER THIS LETTER.**

Dear:

This letter requires that you send information to \_\_\_\_\_ by \_\_\_\_\_.  
(official's name) (date)

If you do not reply to this letter, your child will not continue to receive free or reduced-price meals.

Your child's application has been selected as part of a review to make sure only eligible students receive free or reduced-price meal benefits.

You must send *either* (1) documents that show that you receive FDPIR for your child *or* (2) the names and social security number of each adult household member on the enclosed sheet *and* documents that show your household's current income.

If you do not send information that proves your child is eligible to receive free or reduced-price meal benefits by the date listed above, these meal benefits will be terminated. Submit the required information to:

\_\_\_\_\_.

If you have any questions, or if you need any help, please call \_\_\_\_\_

at telephone number: \_\_\_\_\_. If you do not hear from us by \_\_\_\_\_,  
free or reduced-price meals will continue without change. (date)

Thank you for your cooperation in this matter.

Sincerely,

Enclosure: (Verification Information for Free and Reduced-Price Meals)

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

**PLEASE COMPLETE THE REVERSE SIDE OF THIS LETTER**

## SOCIAL SECURITY NUMBERS

If you do not show that you now receive FDPIR for your child, send in (1) documents that show your current household income and (2) the name and the social security number of each household member 21 years of age or older in the spaces below. Write the word "none" if an adult household member does not have a social security number.\*

### Names of Adult Household Members

### Social Security Number

1. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_

2. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_

3. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_

4. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_

5. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_

6. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_

\*Privacy Act Statement: The National School Lunch Act requires that, unless you show that you receive food stamps, FDPIR or CA for your child, you must provide the social security number of each adult household member or indicate that the household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided for each adult household member or an indication made that an adult household member does not have a social security number, benefits will be terminated. The social security number may be used to identify household members in verifying the correctness of information stated on the application and continued eligibility for the program. These verification efforts may be through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or CA benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported. This information must be provided to each adult household member disclosing his/her social security number.

**\*\* Due to the DES Direct Certification System, CA and Food Stamp applications are automatically verified. However, if you are receiving FDPIR, you must submit the required documentation listed above.**

## VERIFICATION INFORMATION FOR FREE AND REDUCED-PRICE MEALS

FDPIR (Food Distribution on Indian Reservation) HOUSEHOLDS: If you receive FDPIR for your child, you *only* have to send something that shows your household is now receiving FDPIR benefits. No other information is required. This can be:

- FDPIR Certification notice showing the beginning and ending dates of the certification period
- Letter from FDPIR office stating that you now receive FDPIR

If your child was approved for free meals because you put a FDPIR case number on your child's application, but you no longer receive FDPIR benefits for your child and want to continue benefits, (1) complete another application with income information for everyone in your household; (2) write the name and the social security number of each adult household member on the application or on another piece of paper and (3) send pay stubs or other documents which show your *current* income.

HOUSEHOLDS THAT DO NOT RECEIVE FDPIR: If you do not receive FDPIR for your child, (1) write the name and social security number for each adult household member on the enclosed sheet and (2) send copies of information or papers which show your household's *current* income. Current income is the amount of money your household received last month.

The documents you send in must show: (1) The amount of the income received; (2) the name of the person who received it; (3) the date the income was received; and (4) how often the income is received.

To show the amount of money your household received last month, send copies of the following:

- EARNINGS/WAGES/SALARY FOR EACH JOB
  - Current paycheck stub that shows how often it is received
  - Current pay envelope that shows how often it is received
  - Letter from employer stating gross wages paid and how often they are paid
  - Business or farming papers, such as ledger or tax books
- SOCIAL SECURITY/PENSIONS/RETIREMENT
  - Social security retirement benefit letter
  - Statement of benefits received
  - Pension award notice
- UNEMPLOYMENT COMPENSATION/DISABILITY OR WORKER'S COMPENSATION
  - Notice of eligibility from State Employment Security Office
  - Check stub
  - Letter from Workman's Compensation
- WELFARE PAYMENTS (CA, General Assistance)
  - Benefit letter from welfare agency
- CHILD SUPPORT/ALIMONY
  - Court decree, agreement or copies of checks received
- ALL OTHER INCOME (If you have other forms of income [such as rental income] send information or documents which show the amount of income received, how often it is received, and the date received.)

FOSTER CHILDREN: Letter from DES showing the child has been placed in your care or the name, agency or phone number of the social worker assigned to the child.

**NO INCOME:** If you have no income, send a brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

If you have any questions, or need help in deciding the kind of information to send, please call:

\_\_\_\_\_, telephone number: \_\_\_\_\_.